

**Updated May 26, 2020**  
**COVID-19 Operational Mitigation Plan**  
**ALL FNSB FACILITIES AND FUNCTIONS**

This Mitigation Plan has been developed in accordance with applicable health mandates and guidance issued by State of Alaska Governor Dunleavy. All requirements must be met in order for FNSB departments and functions to resume and maintain operations.

This notice will be provided to each employee and will be posted at the building entryway.

**ANY PERSON WITH SYMPTOMS CONSISTENT WITH COVID-19**  
**MAY NOT ENTER THE PREMISES**

The CDC has identified the following symptoms as being associated with COVID-19:

<b>Cough</b>	<b>Shortness of breath or difficulty breathing</b>
<b>Fever</b>	<b>Chills</b>
<b>Muscle Pain</b>	<b>Sore throat</b>
<b>New loss of taste or smell</b>	

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- **Public Visits.** Members of the public should interact with FNSB employees in person only if there is no other way to reasonably conduct essential business. Facility managers should consider curbside service or appointments before facility access by members of the public. Where facilities are not made freely open for public access, members of the public may also call the number posted at the entrance for assistance.
- **Social distancing and Cloth Face Covering Required.** At all FNSB facilities, visitors and employees must observe social distancing AND wear cloth face coverings as follows:
  - **VISITORS**
    - Maintain a minimum of six feet of distance between non-household group members;
    - AND**
    - Wear a cloth face covering (except when in the water at a pool), including when entering facilities, and riding on Van Tran and buses. Cloth face coverings are not a substitute for social distancing.
  - **EMPLOYEES**
    - Maintain a minimum of six feet of distance between non-household group members (including other employees);

**AND**

- When interacting with or encountering (including when there is a likelihood of encountering or interacting with) other employees or members of the public,
  - Maintain a physical barrier between non-household group members, such as a “sneeze guard.” Physical barriers such as sneeze guards are not a substitute for social distancing;

**OR**

- Every person involved in the interaction or encounter must wear a cloth face covering. Cloth face coverings are not a substitute for social distancing.

- **Social Distancing.** At least six feet of distance must be maintained between individuals or household groups while in any FNSB facility, unless the facility has prescribed a greater distance to be observed.
  - Floor markings that indicate six feet of distance between public and staff or between members of the public must be observed.
  - One-way or other markings that indicate the flow of traffic must be observed.
  - Elevators shall have signs posted indicating the maximum number of people allowed in each elevator car at a time. Floor markings shall indicate six feet of distance while inside the elevator car. These limitations shall be complied with by all persons inside FNSB facilities.
  - Where practical, the FNSB has installed physical barriers, such as clear plastic “sneeze guards,” in areas with direct public contact.
  - The FNSB has ensured that employee desks, cubicles, or open workspaces are at least six feet apart.
  - Employees may not physically touch others (to include shaking hands).
  - Employees are not to ride together in vehicles as a general rule. Where employees must ride together in vehicles, they must sit as far apart as possible and must wear a cloth face covering.
  - All in-person meetings shall be limited to the greatest extent possible. Instead, employees shall utilize technology (e.g., phone, Teams video chat).
  - The FNSB acknowledges there may be times that it is difficult to observe the six-foot distancing requirement, such as times that an employee is in a public area or passing in a stairwell. During such times, employees (and visitors, if in an FNSB facility) shall wear a cloth face covering and maintain the greatest distance possible, returning to the six feet of distance as quickly as possible.
- **Hand Hygiene**
  - Employees must frequently wash their hands or use sanitizer containing at least 60% alcohol. Handwashing capabilities and compliant sanitizer have been provided to employees.
  - FNSB has posted handwashing reminder signs in all restrooms, kitchens, and other areas with sinks.

- **Cleaning and Disinfecting**

- ALL touchpoints and common service areas will be sanitized immediately after each public contact or every hour (workstations, equipment, touch screens, counter tops, doorknobs, restrooms, elevators, etc.).
- Weekly cleaning and disinfecting will be conducted in accordance with CDC protocols.
- Disinfecting using EPA approved disinfectants against COVID-19 will be used and can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- FNSB vehicle touchpoints will be disinfected after each use if the vehicle is shared with other employees throughout the day. If the vehicle is used only by a single employee, vehicle touchpoints must be disinfected at the end of the employee's shift.
- CDC guidance on how to clean and disinfect a work center can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- **If an employee has a positive COVID-19 test**

- Employees are to immediately inform FNSB Human Resources of a positive COVID-19 test result.
- The Chief of Staff, Risk Manager, and Chief Procurement Officer will then make a determination regarding facility shut down and cleaning pursuant to CDC and OSHA guidance.

- **Employees**

- Department directors/managers will provide training to all employees on this Mitigation Plan as well as mitigation requirements specifically implemented in their department. Directors/managers will also ensure that each employee is given a copy of the complete mitigation plan applicable to the employee's facility/function.

**ANY EMPLOYEE EXPERIENCING SYMPTOMS CONSISTENT WITH COVID-19 MAY NOT BE AT WORK**

- Each employee will conduct their own screening for symptoms associated with COVID-19 prior to each shift.
- Sick employees **MUST** stay home - symptomatic or ill employees may not report to work.
- Staff are required to notify their supervisors immediately if they are experiencing any symptoms associated with COVID-19.
- Employees who test positive for COVID-19 must immediately report to Human Resources.
- Employees may not report to the work site within 72 hours of exhibiting a fever.

- High-risk employees may be provided an alternative workspace and/or special accommodations at the employee's request. All such requests must be directed to Human Resources through the employee's supervisor.
- FNSB Human Resources will track employee absences due to a positive COVID-19 test for purposes of contact tracing and workplace monitoring.
- The FNSB has strictly limited non-essential work travel for its employees.

The pandemic and the FNSB's response are dynamic and change regularly. The FNSB will continue to update staff, patrons, community members, suppliers, and contractors with information about how FNSB is responding to the pandemic.

## **FNSB Department or Work Center Specific COVID-19 Mitigation Worksheet**

The plan developed by departments using this worksheet must be updated as needed and will be presented to all facility employees and contractors and will be posted in a conspicuous place near the public entrances of the facility and/or department.

**Facility Name & Address: Solid Waste Facility 455 Sanduri Street Fairbanks, AK 99701**

**Department: Public Works – Solid Waste Division**

**Date: May 26, 2020**

Each Department Director and Facility Manager will determine if an additional Mitigation Plan is required to continue operations. The Department Director and Facility Manager may establish a COVID-19 Mitigation Plan specific to their department or work center by addressing the practices and protocols to protect staff UNIQUE to the department and staff functions. Remember, this plan will supplement the FNSB's baseline Mitigation Plan. Please consult Risk Management if guidance is needed.

Non-Public Workspace Social Distancing measures taken (list/describe):

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See the following Solid Waste Facility site specific procedures.

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Public Workspace Social Distancing measures taken (list/describe):

See the following Solid Waste Facility site specific procedures.

Can traffic be routed safely in the facility in order to minimize contact (e.g., one way in, one way out)? (Yes/No, please describe)

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Yes, See the following Solid Waste Facility site specific procedures.

Is the facility occupancy limit established by the applicable health mandate adequate to maintain appropriate social distancing for the facility? If not, what is an appropriate occupancy limit, including employees?

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See the following Solid Waste Facility site specific procedures.

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Standard precautions in light of the Pandemic (list names/dates):

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See the following Solid Waste Facility site specific procedures.

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Cleaning strategies for the work environment – how will staff ensure that the hourly cleaning is performed? (Describe new daily routine and how it will be monitored):

See the following Solid Waste Facility site specific procedures.

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What protocol will staff follow when encountering a member of the public in the workplace exhibiting virus spreading behaviors/signs (coughing, sneezing, visibly sweating or ill). (Describe)

All doors are locked. Request member of the public to remain in place and move away. Request the person's name and ask if assistance is needed. Notify supervisor or manager.

Additional actions taken to reduce the virus spread:

See the following Solid Waste Facility site specific procedures.



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# Solid Waste Facility

## Overall

### Operational Procedures

- 1) Solid Waste – An Essential Service – We need to stay healthy!
- 2) Home & Work – Constant vigilance! Clean, disinfect, wash your hands, take any and all precautions.
- 3) Customer Contact – ELIMINATE or significantly minimize direct customer or vendor contact. Keep employees safe and healthy.
- 4) Social Distancing - Maintain 6’ minimum at ALL TIMES from co-workers or members of the public. (office, scale house, breakroom, hallways, locker rooms, HEO, HEM, Cell 3, Construction & Demolition Debris etc.) When in doubt, move further away.
- 5) Face covering – Keep available when needed.
- 6) Buildings – All doors to remain closed and locked.
- 7) Vehicles – Driver only preferred. Sole passenger should be in right rear seat. Both driver and passenger must wear face coverings.
- 8) Vehicles/Equipment - WINDOWS TO REMAIN CLOSED AT ALL TIMES. Use heat or a/c when necessary.
- 9) Loaders – Use for transportation & operations
- 10) Transfer of items between employees – Use a “transfer” locations (inbox, nearby table, chair etc.) where each can leave or retrieve items.
- 11) Transfer Site – Site truck & 1-ton/pickup to be used at transfer sites
- 12) Break room (main) – Three employees MAXIMUM maintaining the 6’ distance between each other. (You may have to leave if someone else needs to enter.)
- 13) Break room (small garage) - Four employees MAXIMUM maintaining the 6’ distance between each other.
- 14) Positive Co-worker Interactions – Help and remind each other.

# Thank You!



## FAIRBANKS NORTH STAR BOROUGH SOLID WASTE DIVISION

455 Sanduri Street • Fairbanks, Alaska 99701 • 907-459-1482 FAX 907-459-1017

May 26, 2020

### **Morning Meeting and Break Room Procedures for Dealing with Covid-19**

1. An Equipment Operator II will start at 7:45 a.m. and move all vehicles and loaders outside and park them in a row next to the building.
2. Only two employees to be changing in the locker room at a time. Maintain minimum 6 feet of separation.
3. When finished in the locker room or coming in from outside, they will enter the main garage and space out in the parking bay area.
4. Doorways have chalked or other markings to designate a 6 foot zone to allow entry or exit.
5. Ventilation system to be shut off (or automatically programmed) during meeting to reduce noise interference.
6. Those speaking will stand on the east bay door side with microphone and speaker to do morning announcements.
7. Once the meeting has ended, those who need to have a separate meeting need to stay clear of the doors to allow others the ability to exit.
8. Ventilation fans turned back on (or automatically programmed)
9. If meeting with Craig, stay outside his office door to allow for the six foot distancing.
10. Any employee that has no additional meetings can go straight to work.
11. Clean equipment cabs daily
12. Break room #1 (adjacent to locker rooms) may have up to 3 people at once to allow access to sink, fridge and microwave.
13. Break room #2 has two long tables with seating of up to 4 people
14. Water dispenser has been moved next to the soda machine.



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## Scale House Procedures

1. Inbound drivers will remain in their vehicles and transmit company and name information through the window or via phone.
2. Public/vendor contact at window – Eliminate or minimize. Both attendant and public/vendor must have a face covering. Examples include Axiom, equipment repair vendors, and fuel companies.
3. For junk automobiles, please see Junk Automobile Procedures.
4. For asbestos loads, retrieve manifest from hauler via mechanical arm. Verify information and place in clipboard to leave on outside counter for hauler. Hauler can take clipboard up to cell for equipment operator to verify load. Clean and disinfect clipboard when returned to scale house.
5. Outbound drivers are given tickets through the window via mechanical arm, no signature required since name given on inbound side is in notes for signature.
6. Any hauler coming through outbound with paperwork from the R/HHW Facility or asbestos, can leave the clipboard on outside counter then return to car. Attendant will take clipboard wearing gloves and sanitize it. Complete process and give ticket via mechanical arm. R/HHW invoices can be retrieved with the mechanical arm and receipts given back the same way.
7. Credit card (cc) payments can be taken through the closed window. Card can be seen and entered into the cc machine. Signature is waived and “Card verified through window” is written on ticket. Customer receipt and weight ticket then handed to customer via mechanical arm.
8. We are not accepting cash or check at this time.



# FAIRBANKS NORTH STAR BOROUGH SOLID WASTE DIVISION

455 Sanduri Street • Fairbanks, Alaska 99701 • 907-459-1482 FAX 907-459-1017

May 26, 2020

## Junk Automobile Procedures

### **Procedure for towing cars from Transfer Sites or other locations**

1. Solid Waste Environmental Specialist emails towing notice form to the scale house staff for processing.
2. Vehicle information and location is relayed to towing contractor via faxed towing notice along with corresponding AP #'s.
3. Vehicle is retrieved by towing contractor and brought to FNSB Solid Waste Facility. Driver can relay the AP # from his vehicle and attendant can give corresponding AP tag via mechanical arm through the window. Take necessary photo through the center room window.
4. Vehicle is taken to impound lot until cleared for recycling.

### **Procedure for accepting cars from customers**

1. Owners bringing their vehicles in to be recycled should have the title and the FNSB Automobile Disposal form filled out prior to arriving at the scale house. (Fax both in, if possible, to 459-1167) Can email or fax forms to them.
2. Attendant can grab the disposal form along with title, if present, from resident/hauler with mechanical arm.
3. Instruct them to proceed to the lower recycle area and put paper work in file.
4. If it is an abandoned vehicle or no known owner, using the mechanical arm, hand them a form, and an AP tag, to fill out in their vehicle and return on their way out.
5. Take necessary photo thorough the center room window.
6. Retrieve the paper work with the mechanical arm after they dispose of vehicle.
7. VIN or license plate is used to identify last registered owner of vehicle using INGENS Alaska DMV Database. ([www.ingens.com](http://www.ingens.com))



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# Recycling/Household Hazard Waste (R/HHW) Facility

## Customer Procedures

- 1) Scale house should notify and AFTER confirmation R/HHW personnel are ready, direct the customer to the R/HHW Facility.
- 2) Customers should remain in their vehicle, if possible.
- 3) Maintain six feet distance or contact should be via open vehicle window six feet away.
- 4) Utilize mechanical arm for document transfer.
- 5) Wear standard PPE.
- 6) Unload hazardous waste – R/HHW personnel **or** customer. Maintain six feet distance.
- 7) Direct customer to scale house for payment or exit.
- 8) Clean all items and areas that had public contact.



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## Other Procedures

- 1) Leachate Building – Touch points to be cleaned daily by person that conducts building monitoring.
- 2) Floor markings – 6' foot distance boundary markings in front of necessary work stations. (Cory's, Matt's, Grant/Eddie's, Shann's etc.)
- 3) Plexiglass installed in front of Matt's and Cory's work areas.
- 4) All doors locked and secured. Key required for access.
- 5) Main Landfill Building, HEO, HEM, and R/HHW Facility – Touch points cleaned throughout the day by added personnel and contractor.
- 6) Vehicles – Touch points cleaned throughout the day by added personnel and contractor.
- 7) Copier Area – Side table installed for a work area. Main work area table labeled when use is appropriate.